



CEA

Career Executive Assignment

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Examination Announcement

Department: Office of Legislative Counsel - Legislative Data Center
Position Title: Deputy Director, Legislative Data Center, Infrastructure Services Division - C.E.A. II
Salary Range: \$7,815 - \$8,616
Final Filing Date: April 6, 2009

Duties/Responsibilities: Under the general direction of the Chief Deputy Director, Enterprise Technology Branch, of the Legislative Data Center (LDC), the Deputy Director, has full management responsibility for the Infrastructure Services Division of the LDC which provides information technology services to the Legislature, Office of Legislative Counsel, and other legislative support organizations on a 24-hour, 7-day per week basis. Duties include planning, organizing and directing the activities of subordinate managers to ensure that information technology services are delivered to customers on a timely and reliable basis. The Deputy Director evaluates the performance of subordinate managers and staff; leads interdivisional meetings to resolve operational problems or to implement organizational policies; serves as a member of the LDC's governance and strategic planning committees. The Deputy Director is responsible for the planning, installation, engineering, support, operations, and maintenance of the LDC's statewide complex, multi-vendor computer systems and telecommunications network, the operating and network systems software and specialized vendor supplied software. The Deputy Director is responsible for providing the technical support for host, virtualized, and diverse servers, network configuration planning and design, evaluation and sourcing of new hardware and systems software products, capacity planning, system availability reporting, and ITIL practice management. This position manages a staff exceeding 80 high-level information technology managers and specialists in a demanding, technologically sophisticated data center environment.

Minimum Qualifications for a C.E.A. II position: Applicants must qualify under one of the following Patterns:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992;

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. **Applicants applying under Government Code Section 18991 must provide substantiating documentation.**

AND

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem-solving; principles and practices of policy formulation and development; and personnel management techniques.

(2) Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of

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all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; and prepare and review reports. These knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

Desirable Qualifications: Extensive knowledge of information technology and trends. Experience with applying information technology in the legislative or government process. A minimum of ten years of information technology management experience in a data center or large organization that have more than 500 employees. A minimum of three years of experience in at least two IT disciplines in a multi-tier multi-vendor environment, including, but not limited to, technical architecture, network management, applications development, messaging, middleware, information engineering, database management, systems engineering, information security, and computer operations. A minimum of three years of experience in business analysis, strategic planning or project management for large-scale applications development. A four-year college degree preferably in Management Information Systems, Computer Science, Business Administration, Organizational Management or Public Policy. A Master's degree in any of the above described fields is preferred.

Examination Information: A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a screening committee. The Statement of Qualifications will be used to evaluate education and experience as it relates to the minimum and desirable qualifications and the "Evaluation Criteria" listed below. The **Statement of Qualifications shall be no more than two pages in length** and should include any relevant education, training and/or certificates earned that would contribute to the applicant's success in the position.

The evaluation committee will provide the appointing power with their evaluation of the competitive group, who will then make the selection. Should the evaluation committee or the appointing power find it necessary, hiring interviews may be conducted.

Evaluation Criteria: The Statement of Qualifications should indicate total years of education and experience (and civil service classification, if applicable) performing each of the factors in the evaluation criteria. Candidates should describe in detail their experience relevant to each of the factors listed below, examples should be provided to justify the experience described. The factors that will be utilized in the evaluation are:

1. Describe your relevant education.
2. Describe/give examples of your experience with the planning, development, maintenance, installation and support of large system applications.
3. Describe/give examples of your experience developing and implementing departmental information technology.
4. Describe/give examples how you have developed creative and innovative solutions to a wide variety of management problems.
5. Describe/give examples of your management and leadership skills and how you have demonstrated the ability to function effectively as a member of a top management team.
6. Describe/give examples of your experience directing professional and administrative staff.
7. Give examples of your communication skills and how you may have represented a department before a wide range of audiences.

HOW TO APPLY: All interested applicants who have permanent civil service status or qualify under Government Code Section 18990, 18991, or 18992 must file a standard state application form (Std. 678), resume and Statement of Qualifications with the Office of Legislative Counsel Personnel Office, 925 L Street, Suite 900, Sacramento, California 95814, on or before the final filing date of April 6, 2009. Questions concerning this examination should be directed to Lynn Snow at (916) 341-8330. The results of this examination may be used for any subsequent vacancies in this position within the next 12 months.

Resumes do not take the place of the Statement of Qualifications. The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and the "Evaluation Criteria" listed above and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

Applications submitted without a resume and/or Statement of Qualifications will be rejected from this examination process.

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.